

Turn Feedback into Action:

3 simple steps to facilitating great employee conversations that increase engagement

Gathering employee feedback is a huge step toward making positive changes at your organization. But what to do with that feedback, and when to make it happen, can feel challenging, even for the most seasoned leaders. **Learn why even small actions are important, and how to use conversations to effectively ACT, one step at a time.**

Actions speak louder than words

Many organizations struggle to move from analyzing insights from their survey feedback to taking action that drives meaningful change.



Don't just collect—act

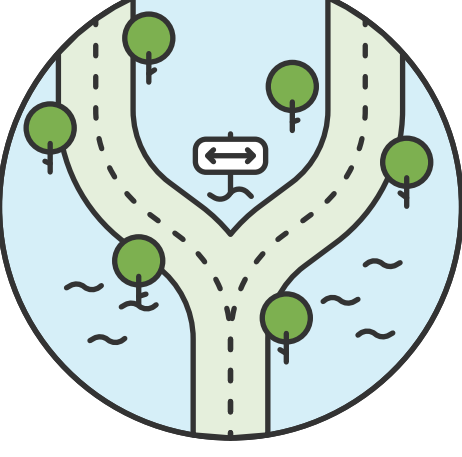
7x

Employees who don't believe action will be taken based on their feedback are **7 times** more likely to be disengaged.

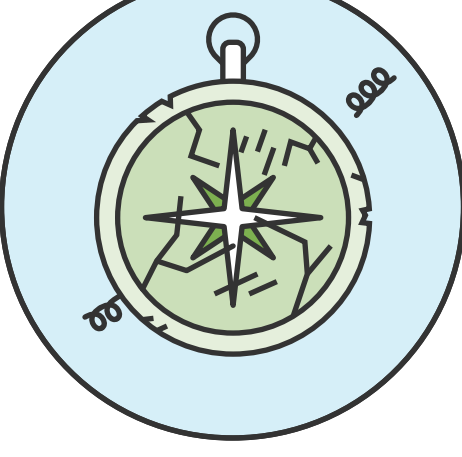
You're not alone

You know taking action makes a big impact, but your organization may still struggle to make changes after feedback. You're not alone!

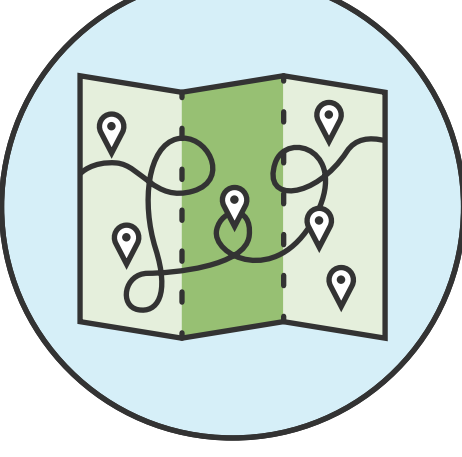
THE 4 MOST COMMON BLOCKS TO TAKING ACTION ARE:



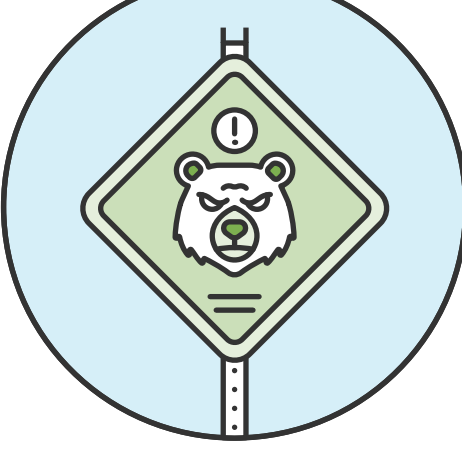
Ownership of action is unclear



Support and enablement is limited



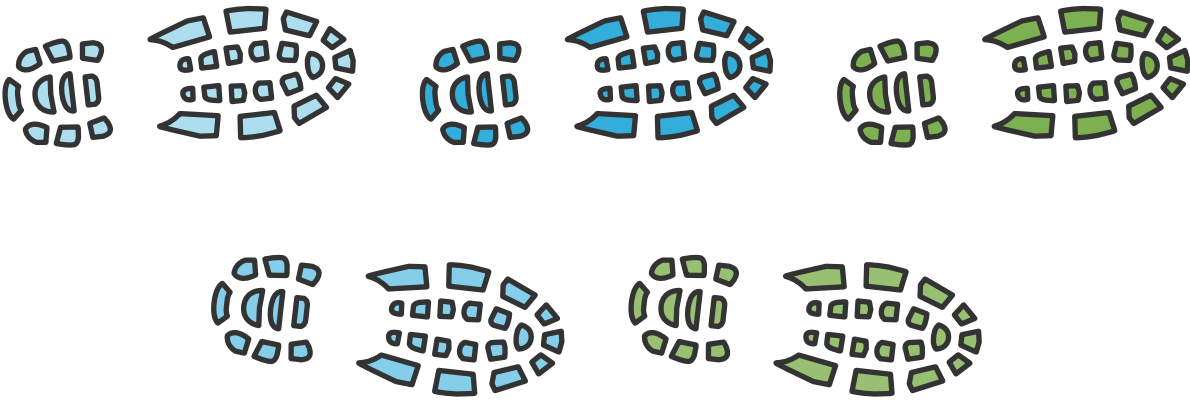
Complex action plans are unsustainable



Feedback can feel hard to act on

Small change, big impact

When you learn to take small, manageable steps forward, everyone will take notice.



When managers take action, a single quarter is enough to see marked and meaningful increases in scores across teams of varying sizes and initial score levels.

Empowered managers are essential

Managers play an important role in taking action on feedback for one simple reason: they are closest to the everyday employee experience and can create accountability for teams to make progress.

Conversations: Where the rubber meets the road

Want your employee feedback to effect change in your organization? Put conversations at the heart of your action taking efforts. Conversations are inherently collaborative, self-correcting, and foster team accountability. Not sure how to have an effective conversation using survey feedback? **Use this simple framework to turn insights into action and make meaningful progress on your priorities.**



A ACKNOWLEDGE WHERE WE ARE

Bring the survey data to the conversation.

Identify the strengths to celebrate.

Call out the areas of change to focus on.



C COLLABORATE ON WHERE WE WANT TO GO

Look at what you want to focus on for the next few weeks.

Break down the focus area to simple behaviors you can start, stop, or continue.

Start to identify one change to focus on in the coming weeks.



T TAKE ONE STEP FORWARD

State commitments openly to create accountability.

Remember, it's only one step; don't over commit.

Set and commit to a progress check-in date.

Frequent conversations are the first step to improve employee engagement

Move away from cumbersome action plans and embrace simple shifts. Make frequent ACT conversations part of your team's workflow; make time to check in on the progress of your commitments every few weeks, identify a focus for the next weeks, and recommit to making progress. Prioritizing check-in's and making real-time adjustments ensures your team will sustain its focus and make progress.

Print this guide out, share it with colleagues, and take your first step toward taking action today.

